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United States Department of the Interior

NATIONAL PARK SERVICE

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Washington, D.C. 20013-7127



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S72 (230)

Contracting Officer's Technical Instruction (COTI) 94-8

To: Regional Chiefs, Contracting and Property Management Divisions: AR, MAR, MWR, NAR, SER, and SWR; Regional Chief, Contracting Division, NCR; Regional Chief, Contracting and Procurement, PNWR; Regional Chief, Contract and Property Management and Financial Services, RMR; Regional Chief, Contracting and General Services, WR; Chief, Contract Administration Division, DSC; Chief, Procurement Division, HFC; and Chief, Contract Operations Branch, WASO

From: Chief, Contracting and Procurement Division

Subject: Certification Program for Contracting Officer's Representatives (COR)

The purpose of this COTI is to disseminate the newly mandated COR Certification Program by memorandum from the Director, Office of Acquisition and Property Management (PAM), dated December 17, 1993. The memorandum states that this program is a key component in their effort to strengthen Departmentwide contract administration. It sets forth minimum training requirements for all individuals who are delegated written authority from a Contracting Officer to serve as their representative during contract performance.

The attached policies and procedures were coordinated over the past year through the Procurement Professionalism Task Group and the Interior Acquisition Regulation Council (IARC). The assistance, hard work, and advice were critical to the success of their efforts. In addition, bureau training programs were used as a building foundation for the Departmentwide program.

The certification program request that all COR's obtain a minimum of 24 hours of procurement training prior to being delegated authority by the Contracting Officer. In order to be recertified, COR's must complete a minimum of 8 hours of refresher procurement training every 3 years thereafter. The attachment provides the specifics of the program. You will be given wide latitude to build a COR certification program, based on these minimum requirements to meet your own mission needs. Although the program was established on December 15, 1993, you will have until June 1, 1995, to fully implement and enforce the requirements. However, Peter Kolls of the Acquisition Policy Branch will begin working with you to accelerate implementation

in order to benefit from a trained COR workforce as soon as possible.

We need you to take proactive steps, including commitment to this new program to improve contract administration. To assist the Department with oversight of the program, we will be requesting plans and procedures for implementation. In the spring of 1994, WASO will request an update on the steps that each procurement office has taken so far to fully implement this program.

You need to keep in mind that the COR is also required to sign the Procurement Integrity Certification for Procurement Officials, Optional Form 333.

Please disseminate a copy of this COTI, with its attachments, to the procurement offices and relevant personnel in your respective areas.

This COTI shall remain in effect until superseded or canceled. Thank you for your cooperation and support.

Questions on this COTI should be directed to Peter Kolls or Jackie Bishop on (202) 523-1131.


Samuel W. Brown

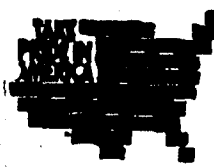
Attachment



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

DEC 15 1993



MEMORANDUM

TO: Assistant Secretaries
Heads of Bureaus and Offices

FROM: Bonnie R. Cohen *[Signature]*
Assistant Secretary Policy, Management and Budget

SUBJECT: **CERTIFICATION PROGRAM FOR CONTRACTING OFFICER'S REPRESENTATIVES**

The technical oversight and administration of Government contracts, largely dependent on the Contracting Officer's Representative, is an extremely important responsibility. Individuals serving in this capacity must ensure that we get what we pay for, *and* that they fulfill this duty with adherence to the terms of the contract, all legal requirements, and the limits of their delegation of authority from the Contracting Officer. The Contracting Officer's Representative works in close partnership with the Contracting Officer throughout the performance of the contract.

As stated in my October 25, 1993, memorandum to you on Contract Administration Improvements, I am committed to improving our efforts in this area. Therefore, I hereby establish the Department of the Interior Contracting Officer's Representative Certification Program as a major step toward that goal. The program sets forth specific minimum training requirements that will enhance the skill level of our procurement workforce. *Effective June 1, 1995, no individual will be eligible for delegation of contracting officer's representative authority from a contracting officer without completion of the requisite 24 hours of procurement training. To maintain the skill level, eight hours of refresher training every three years is required.*

The Office of Acquisition and Property Management has coordinated this activity with your staff and will provide written policy guidance to your procurement managers. Bureaus will have significant latitude in the implementation of the program to allow you to best meet your specific needs. As a matter of fact, several bureaus have already implemented successful training programs and I commend them on their foresight and initiative. The Department's program will certainly build on these efforts.

We appreciate your support in strengthening contract administration throughout the Department.

cc: Assistant Directors for Administration

DEPARTMENT OF THE INTERIOR CERTIFICATION PROGRAM FOR CONTRACTING OFFICER'S REPRESENTATIVES

The Department of the Interior certification program for Contracting Officer's Representatives establishes minimum training requirements for all employees who serve as a Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) under a written delegation of authority from a contracting officer. Effective June 1, 1995, no individual will be eligible for delegation of contracting officer's representative authority without completion of the requisite minimum procurement training.

MINIMUM REQUIREMENTS

In order to be certified as eligible for appointment as a COR, individuals must meet the following standards:

- o Complete a minimum of 24 hours of general COR procurement training. Bureaus are expected to provide additional training in areas such as information resource management, telecommunications, and construction as appropriate. Competency-based COR training courses should be used as they become available.
- o Sign the Procurement Integrity Certification for Procurement Officials, Optional Form 333;
- o Continue to keep pace with changes in procurement by completing a minimum of 8 additional hours of contract administration training every 3 years, preferably through a refresher COR training course. However, any directly related or equivalent bureau or commercial course will be acceptable.

Bureau sponsored or qualified commercial COR procurement training completed since January 1989 and prior to this policy memorandum will satisfy the 24 hour minimum requirement.

RESPONSIBILITIES

For program implementation, the following responsibilities have been assigned:

- o The contracting officer will appoint an individual to act as an authorized representative in the administration of a contract based on his/her determination regarding the technical, professional and administrative qualifications of the individual. The contracting officer will determine the actual appointment duration in the written delegation of authority and has the right to terminate the delegation at any time.

- o Each letter of delegation should be tailored to list specific tasks or areas requiring attention/action by the COR according to the nature and complexity of the contract. It should reflect the degree of involvement needed for effective contract administration of that particular contract, taking into account factors such as contract type, item or service being procured, and the COR's level of experience.
- o Program offices are responsible for nominating technically competent persons to be CORs.
- o The Office of Acquisition and Property Management will be responsible for providing guidance to bureaus in implementing this program.
- o To document our progress implementing this program and in anticipation of future OFPP reporting requirements, each bureau and office is to monitor and maintain accurate, current information relative to the number of CORs trained.
- o The bureaus and offices are responsible for the implementation and administration of this program.
- o The development of program administration details concerning internal approvals and selection of any specific training curriculum are at the discretion of each bureau.
- o The bureaus have approximately 18 months to train and certify current CORs. After June 1, 1995, no individual may serve as a COR on any contract without the requisite minimum training and COR certification. A suggested format for a Certificate of Eligibility is attached.
- o The certification may be qualified in a fashion that it is automatically renewable for three years if the refresher training is completed.
- o The Head of the Contracting Activity may grant a one-time extension, up to 6 months, to an individual to complete training requirements. Use of this extension should be rare. A copy of the extension, including the reasons why it was granted, shall be provided to the Office of Acquisition and Property Management, within one week of its execution.
- o COR training may be obtained from Government and qualified commercial training sources. Competency-based COR training courses should be used as they become available.
- o Bureaus may customize training curriculum to meet their specific needs. Use of video tape materials is acceptable.
- o Although certification is not mandatory for requisitioners, training is recommended.

CERTIFICATE

In conformance with DIAR 1401.1001

(name of employee)

is certified as eligible for designation as

Contracting Officer's Representative

for contracts administered by

(name of bureau)

(Space for any bureau desired language, such as to limit eligibility by commodities or programs)

This certificate confers no authority except as described in a specific delegation signed by a warranted Contracting Officer to serve as Contracting Officer's Representative on an individual contract.

No. _____

(title)

Date _____